

An employee who is injured in the course and scope of employment must report the injury to his or her immediate supervisor by the end of the following workday. A detailed description of the accident and injury must be relayed to the supervisor as soon as possible for the purpose of completing the required documentation. The supervisor will complete and sign the injury report, and a copy of the report will be provided to the employee. Any injury not considered minor by the supervisor or nurse should be referred immediately to the District's preferred hospital provider or by the physician chosen by the employee.

Absence from Work If an employee is absent from duty because of a job-related injury or illness for one or more days, or needs medical attention, the employee must notify his or her immediate supervisor. The reason for the absence and the anticipated date of return to duty will be verified by a physician's statement.

Use of Paid Leave In accordance with DEC(LOCAL), an employee receiving workers' compensation benefits must inform the principal or supervisor whether he or she chooses to use available paid leave when absent because of a job-related injury or illness. The employee must submit the appropriate form to the risk management office within three days of the injury or accident. [See CRE(EXHIBIT)]

Reporting During an Absence from Work An employee absent from work because of a job-related injury or illness and receiving workers' compensation benefits must make weekly contact with his or her designated supervisor unless, because of the nature of the impairment, an alternate schedule is agreed to by the supervisor.

Return to Work If an employee's position has been filled during his or her absence caused by a job-related injury or illness, the District will consider the employee returning from such an absence for the next available position for which he or she is qualified.

Medical confirmation of physical fitness to return to work will be required for an employee seeking to return to work following an absence caused by a job-related injury or illness. Before the employee may return to work, he or she must report to the office of risk management to receive approval to return to work and will then report for work on the date specified and authorized by the employee's physician.

If the employee fails to report for work on the date specified by the physician, he or she may be subject to disciplinary action.